

EXECUTIVE ORDER FOR AUTHORITY FOR PRIVATE CONSTRUCTION OF PUBLIC FACILITIES

Instructions for filling out online forms

*Field numbers, indicated by gray text and located beneath the input line on the form, are used to correspond with these instructions.

Field 1

Field one is the party requesting the Executive Order, providing the required sureties, and signing the documents. The party/parties can be individuals, corporations, or partnerships. The party names on the various documents must be consistent. ***This person needs to be authorized to sign for said party.***

Field 2

Enter the description of the construction requested. For example: "to construct public street paving in XYZ Addition."

Field 3 & 4

Enter the fixed Engineering Fee in numbers and written form. ([See calculation instruction form](#))

Note: The formulas for calculating these fees will need to be established upon final determination of this process. It is anticipated that documentation will include a form documenting calculations establishing these fees. It is also anticipated that LES engineering fees for ornamental lighting executive orders will be paid with the LES installation hook-up fee as presently required by LES prior to release of surety.

Field 5 & 6

Field 5 is the performance bond calculated as 95% of the cost estimate. Field 6 is the retainer amount calculated as 5% of the estimated cost. The total of these two fields is the estimated cost of the construction including design, construction inspection and testing.

Cost estimates shall be provided based upon formulas in the [calculation forms](#).

The estimate form shall be submitted that documents quantities and costs used to establish the cost estimates. The calculations will also include subsidies if the construction is eligible per the subdivision ordinance.

Field 7

This field is used to establish special conditions, subsidies or other conditions unique to the executive order:

- a. The permittee's engineer shall prepare the construction plans and provide construction staking.
- b. The plans shall be approved by the City Engineer's Office prior to construction.
- c. The site grading certificate shall include certification that rights-of-way are graded to within +/-6" of final grade and erosion control measures are installed and being maintained per the NPDES permit and site conditions.
- d. (if ornamental lighting) Lincoln Electric System shall prepare the construction plans for ornamental lighting. An estimated Engineering, Inspection and Hook-Up Fee established by LES of \$_____ will be required to be paid prior to the released of the bond for this construction.
- e. If there are any other conditions, please list them here: e, f, g etc.

Field 8

Enter the completion date (approximately one year from date executive order is returned to the City.)

Field 9

Same as Field #2 - Enter the description of the construction requested. For example: "to construct public street paving in XYZ Addition."

Field 10

Same as Field #1 - Enter the party requesting the Executive Order, providing the required sureties, and signing the documents. The party/parties can be individuals, corporations, or partnerships. The party names on the various documents must be consistent. ***This person needs to be authorized to sign for said party.***

Field 11 & 12

Same as Field #5 (see Field #5), then add field #11 and #12 after re-stating #5 - Field 5 is the performance bond calculated as 95% of the cost estimate. Field 11 is dollar amount written out numerically. Field 12 is dollar amount in written form.

Field 13

Same as Field #2 - Enter the description of the construction requested. For example: "to construct public street paving in XYZ Addition."

Field 14

Same as Field #1 - Enter the party requesting the Executive Order, providing the required sureties, and signing the documents. The party/parties can be individuals, corporations, or partnerships. The party names on the various documents must be consistent. ***This person needs to be authorized to sign for said party.***

Field 15

Enter the total cost estimate calculated by adding Field 5 & Field 6.

Field 16

Enter the name of subdivision and location.

Field 17

Same as Field #1 - Enter the party requesting the Executive Order, providing the required sureties, and signing the documents. The party/parties can be individuals, corporations, or partnerships. The party names on the various documents must be consistent. ***This person needs to be authorized to sign for said party.***

Field 18

Same as Field #15 - Enter the total cost estimate calculated by adding Field 5 & Field 6.

Field 19

Same as Field #16 - Enter the name of subdivision and location.

Field 20

Same as Field #5 and #6. - Field 5 is the performance bond calculated as 95% of the cost estimate. Field 6 is the retainer amount calculated as 5% of the estimated cost. *Amounts for types of construction not used should be \$0.*

QUICK LIST OF FIELDS

- Field 1. Name of requestor (Permittee)
- Field 2. Description of Construction
- Field 3. Engineering Fee written
- Field 4. Engineering Fee in dollars
- Field 5. Performance Bond
- Field 6. Retainer
- Field 7. Special Provisions for Item 9d
- Field 8. Completion date
- Field 9. Description of Construction

Permittees Performance Bond

- Field 10. Name of requestor (Permittee)
- Field 11. Performance Bond (Surety - written)
- Field 12. Performance Bond (\$ numerical)
- Field 13. Description of Construction

Agreement for Escrow of Security (One form will be used for multiple improvements in the same addition)

- Field 14. Name of requestor (Permittee)
- Field 15. Total Bond amount for each improvement (use \$0 if not used)
- Field 16. Subdivision Name or Location
- Field 17. Permittee
- Field 18. Total of all improvements written and numerical
- Field 19. Subdivision Name or Location
- Field 20. Performance Bond and Retainer amounts (use \$0 if not used)